

SPELL CHECK

*** Attach this sheet to printout! ***


PART I:

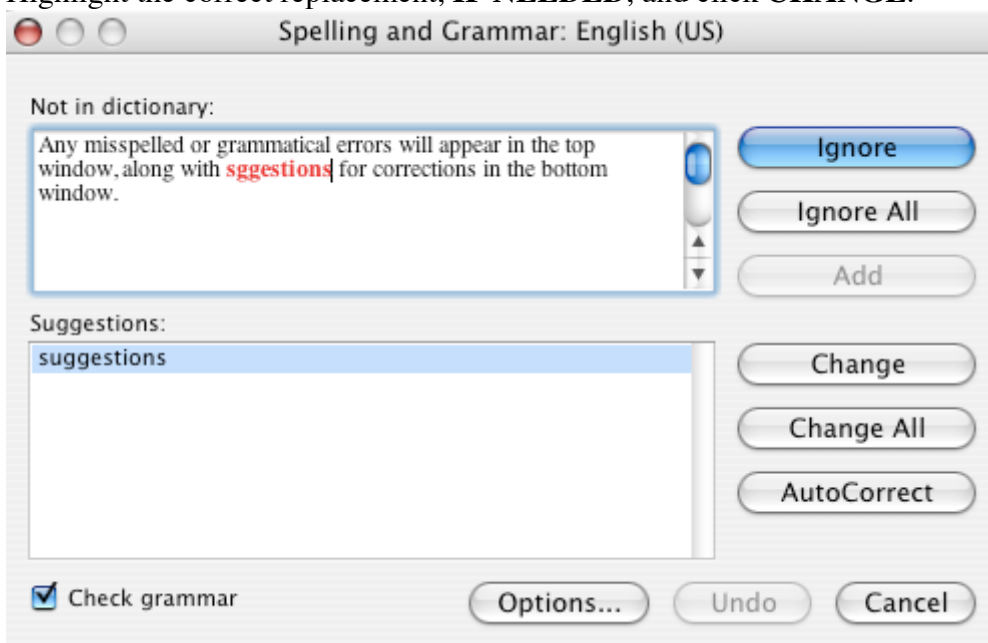
Directions:

1. Open **08.LastName**.

PART II:

Directions:

1. Under **TOOLS** select **Spelling and Grammar** or select from the toolbar .
2. A spell check window will appear.
Any misspelled or grammatical errors will appear in the top window, along with suggestions for corrections in the bottom window.
Highlight the correct replacement, **IF NEEDED**, and click **CHANGE**.



Choose **IGNORE** if this selection does not need to be changed. (Such as names.)

Remember that any spell check **IS NOT 100% foolproof**, and you may need a dictionary when working on other assignments.

Also you should always **Proof Read** your document after the spell check has been run.

**CORRECT ALL ERRORS
AS BEST AS YOU CAN WITH THE SPELL CHECKER
PROOF READ AFTER THE SPELL CHECKER IS COMPLETE**

4. Go to **FILE** and **SAVE AS**, name this **10SpellCheck.Last Name** and save to your folder.
5. **Print to LaserWriter** and attach printout to sheet and put in your class bin